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1. PURPOSE, SCOPE AND SUMMARY

F. The position of the SSA/DS was established to fill the void left by the abolishment of the Administrative Staff, DD/P, and in recognition of the need for a "bridge" between the DD/S and the DD/P. Certain administrative authorities have been delegated to the SSA by the DD/P. These authorities place the SSA in the anomalous position of exercising DD/P command authority over matters for which he has staff responsibility to the DD/S. These delegated functions should be returned to the DD/P where they should be performed by an Administrative Officer attached to the staff of the DD/P.

25X1 G. The [redacted] were attached to the SSA/DS as a matter of convenience, but this placement is inappropriate to his position. These units and their personnel should be returned to the DD/P where they could be administered by the present Executive Officer, DD/P.

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II. RECOMMENDATIONS

A. With respect to the DD/S, his immediate Office and Staff, and the SSA/DOE, it is recommended that:

9. b. The functions and personnel of the [] be transferred to the DD/P.

c. There be established on the staff of the DD/P, a position of Administrative Officer of senior grade.

d. The administrative functions and authorities delegated by the DD/P to the SSA/DOE together with the budget estimate and allotment control functions now performed by the SSA (Controller) be transferred to the Administrative Officer, DD/P, recommended in c., above.

12. e. The [] SSA/DOE, and the four Regulations Control Staff personnel presently detailed in the DD/P area, be joined into one [] and assigned permanently to the DD/P.

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III. DISCUSSION

A. Special Support Assistant, DD/P

8. The SGA/DDS has been delegated certain authority by the DD/P to act for him in specific administrative matters. It was stipulated in the original order of 3 February 1955 that the SGA would not assume any DD/P command authority. However, the elimination of the Administrative Staff left the DD/P without an administrative officer in his own office and it became necessary for him to assign certain responsibilities and authorities to the SGA. This has created an undesirable situation in which the SGA is not only "serving two masters" but exercising command authority for the DD/P over actions for which he has staff responsibility for the DD/S. This situation can be corrected readily by the establishment of a position on the DD/P's Staff for an Administrative Officer. It should be stressed that this is not a suggestion for the reconstitution of an Administrative Staff. The Administrative Officer should be a competent officer of senior grade provided by the DD/S and, of course, acceptable to the DD/P. He should be capable of performing the functions now assigned by the DD/P to the SGA and also the budget estimates and allotment control records for the immediate office of the DD/P, now being handled by the SGA/Comptroller. He should be capable of advising the DD/P on support matters generally but should not undertake to perform support functions which are now the responsibility of the DD/S components.

B. The Management Staff

1. Records Management Staff

9. Although full responsibility for the Agency Records Management Program has been assigned to the Chief, Records Management Staff, he is permitted to perform his functions only in the DD/I and DD/S areas. The DD/P has con-

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sistently refused to permit the RM Staff to survey the files or examine the records systems of the Clandestine Services either in Headquarters or the overseas stations. In that area the Chief, SI/PI/DDP has been given responsibility approximately equivalent to that of Chief, RM Staff but without the sanction of regulatory authority. It is beyond the scope of this survey to consider the effectiveness of the records management effort of the Chief, SI, and discussion of this problem must be deferred until an IG inspection of that unit has been made. It should be pointed out here, however, that the divided responsibility for the Records Management Program has impeded its successful conduct and the Chief, Management Staff, has been remiss in failing to seek aggressively a solution to this problem.

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was impossible. This was attributed at least in part to the improper or inaccurate indexing of material stored in the Repository. There appears to have been misunderstanding on the part of some Operating Officials with respect to the responsibility for indexing and recovery of documents deposited by them. This may be attributed at least in part to the unclear instructions contained in Agency Regulation [] paragraph 6.c. Vital materials are deposited in sealed containers bearing an identifying number. The Custodian of the Repository records the numbers and files the containers. He is responsible for the identification and recovery of the container but not of specific documents making up the contents. It is the responsibility of the Operating Official to so index the contents that recovery of specified documents can be made. Improvements made as a result of the experience gained in the last alert will be tested in Operation Alert, 1956.

4. Regulations Control Staff

5. The DD/P area presents a much more complex problem. Since most proposed Agency issuances will have some impact on DD/P operations, and since many issuances proposed by DD/S bear directly upon the sensitive relationships between support and operations already discussed in this survey, DD/P feels that careful coordination of all proposed issuances is essential within his area. In addition, []

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